

BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)



AIR FORCE INSTRUCTION 33-360
MAXWELL AIR FORCE BASE
Supplement

29 SEPTEMBER 2011

Communications and Information

PUBLICATIONS AND FORMS
MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing web site at www.e-Publishing.af.mil for download or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 42 CS/SCQ

Certified by: 42 CS/CC
(Maj Gerald T. Yap)

Pages: 12

AFI 33-360 is supplemented as follows: This supplement defines the Publications and Forms Management program at Maxwell AFB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. This supplement applies to Air University (AU) and 42d Air Base Wing (42 ABW) organizations. This supplement does not apply to the 908th Airlift Wing (AFRC) or ANG. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1.1.3. Official Jeanne M. Holm Center for Officer Accessions and Citizen Development (Holm Center), Air Force Reserve Officer Training Corps (AFROTC), Air Force Junior Reserve Officer Training Corps (AFJROTC), and Officer Training School (OTS) publications and forms are posted on the Maxwell Publications and Forms Management Office AF Portal page. Due to their unique circumstances, Holm Center/JR and CAP-USAF may maintain separate repositories for their publications and forms. The Air Force Institute for Technology (AFIT) maintains its own publications and forms web pages.

1.2. Roles and Responsibilities. See Table 1.2 in this supplement to determine OPR, Certifying and Approving Officials for publications and forms pertaining to contractor-operated functions. See paragraph 2.18 of this supplement for guidance when it is necessary to obtain coordination from a Base Operations Support (BOS) contracted function.

1.2.2.1.3. The 42 CS/CC is the approval authority for waiver requests to this supplement.

1.2.2.2.2.2. Organizations requiring copies of printed wing/base-level publications and forms must coordinate with the OPR of the desired publication/form.

1.2.2.2.2.2.2. Maxwell AFB Product Indexes (to include Office forms) and Product Announcements are located on the Maxwell Publications and Forms Management Office Web page on the AF Portal. AFIT will produce its own Product Indexes (to include Office forms) and Product Announcements and provide copies to the Maxwell Publications and Forms Management Office. AFIT will make their Product Announcements and Indexes available to AFIT personnel. The Maxwell Publications and Forms Management Office and the AFIT Publications/Forms Monitor will submit copies of their Product Indexes and Product Announcements to higher headquarters as required.

1.2.3.1. Submit the appointment memorandum to Air Force Network Integration Center (AFNIC [afniceampf@us.af.mil]) indicating the required information for the primary and alternate publications and forms managers. AFIT will maintain primary and alternate Publications/Forms Monitors who will act as the AFIT Publications/Forms Management function. AFIT will submit an appointment memorandum to the Maxwell Publications and Forms Management Office. The AFIT Publications/Forms Monitor will perform all Wing/Base Level publications/forms manager functions for AFIT except as specified in this supplement. The Maxwell Publications and Forms Management Office will provide guidance to AFIT upon request.

1.2.3.2. The Maxwell Publications and Forms Management Office will maintain official record sets for wing/base level, AU (that apply to all AU organizations), and Holm Center (Holm Center, OTS, AFROTC, and AFJROTC) products. AU subordinate units (remaining Centers, AFRI, AFIT, etc.) will maintain the appropriate official record sets.

1.2.4. The AFIT Publications/Forms Monitor will perform all Wing/Base actions listed in Table 1.1 unless otherwise stated in this supplement.

Table 1.1. Publications/Forms Managers' Responsibilities.

Functions		HAF	MAJCOM	FOA	DRU	Wing /Base
12	See Note 1.		X	X	X	X
13	See Note 2		X	X	X	X

NOTES:

1. See paragraph 1.2.3.2.
2. See Attachment 5

1.2.5. See Table 1.2 in this supplement to determine OPRs for publications/forms pertaining to contractor-operated functions.

1.2.5.3.1. Use the Comment Matrix available on the Maxwell Publications and Forms Management Office Web page (on the Air Force Portal) to collect comments.

1.2.6. See Table 1.2 in this supplement to determine Certifying Officials for publications/forms pertaining to BOS contractor-operated functions. **Exception:** The designated Performance Manager overseeing a BOS contract area will certify draft/revised office forms BOS contractors use to perform governmental business. The Maxwell Publications and Forms Management Office will maintain current appointment letters (issued by unit commanders/directors) designating Performance Managers. See paragraphs 3.6.3 and 3.11.3 of this supplement for additional guidance on office forms.

1.2.7.1. Group Commanders and wing staff agency chiefs are considered two-letter functional offices for approving wing/base level publication/form revisions or rescissions. See paragraph 1.2.7.1.4 of this supplement for further guidance.

1.2.7.1.4. AU/CC has delegated approval authority to revise, update, and rescind AU publications/forms to HQ AU/DS; designate as Air University publications/forms; list the AU/CC's signature block in publications. Holm Center/CC has delegated approval authority for publications/forms pertaining to AFJROTC to Holm Center/JR; designate as AFJROTC publications/forms; list the Holm Center/JR's signature block in publications. The 42 ABW/CC has delegated approval authority to revise, update, and rescind Maxwell AFB publications/forms to the appropriate group commander or staff agency chief. See Table 1.2 in this supplement for Certifying and Approving Authorities for publications and forms pertaining to BOS contract functions. **Exception:** The appropriate unit commander/director will approve draft/revised office forms for use by BOS contractors performing governmental business supporting their organization.

Table 1.2. (Added) Delegations for BOS Contracted Functions Publications/Forms Responsibilities. Note: Approvals are for revisions, updates, and rescissions only; approval for new publications/forms remains with 42 ABW/CC.

Functional Area	Certifying Official	Approving Official
Airfield Support	42 OSF/CC	42 MSG/CC
Community Services	42 FSS/CC	42 MSG/CC
Human Resources (Military)	42 FSS/CC	42 ABW/CC
Human Resources (Civilian)	42 FSS/CC	42 ABW/CC
Marketing and Publicity	42 FSS/CC	42 MSG/CC
Resource Management	42 FSS/CC	42 MSG/CC
Custodial Services	42 CES/CL	42 MSG/CC
Energy Management	42 CES/CL	42 MSG/CC
CE Operations and Maintenance	42 CES/CL	42 MSG/CC
Site Maintenance	42 CES/CL	42 MSG/CC

Functional Area	Certifying Official	Approving Official
Space Management	42 CES/CL	42 MSG/CC
Emergency Management	42 CES/CL	42 MSG/CC
Engineering Services	42 CES/CL	42 MSG/CC
Environmental	42 CES/CL	42 MSG/CC
Information Technology	42 CS/CC	42 MSG/CC
Publications and Forms Management	42 CS/CC	42 MSG/CC
Materiel Management	42 LRS/CC	42 MSG/CC
Transportation	42 LRS/CC	42 MSG/CC

1.2.8.4.1. Use the Comment Matrix available on the Maxwell Publications and Forms Management Office Web page (on the Air Force Portal) to provide feedback; instructions are included on the matrix.

2.3. Conflicting Publications. See Attachment 5 in this supplement for guidance pertaining to processing AF Forms 847.

2.4. Applicability of Publications to Air Force Reserve Command (AFRC) Units. Coordinate wing- and base-level publications that apply to 908th Airlift Wing (AFRC) units/personnel through 908 CF/SCOK.

Table 2.1. Types of Publications

<p>Directive publications are necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. Air Force personnel must comply with these publications. All publications in this category must carry the following statement in the publication header: “COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.”</p> <p>Note: The e-Publishing website does not post products below wing/base level, although unless otherwise noted in this table all products must be listed in the e-Publishing website product index.</p>				
Item	Publication Name	Applicability	Issued By	Description
6	Guidance Memorandum (GM)	Field	MAJCOM, FOA, DRU and below	42 ABW/CC will approve GMs that affect the base populace. Individual units will follow similar procedures to maintain unit GMs on a local level, incorporating new guidance into a unit operating instruction within 180 calendar days. Ensure GMs contain required closing statement per Attachment 4.
7	Operating Instructions (OI)	Issuing Unit	Units below headquarters	Organizations publishing OIs are responsible for coordinating and managing their OIs, maintaining respective record sets (see paragraph 2.31.4.1), and posting in a location allowing easy access by assigned personnel. Assign OI numbers per guidance in this instruction. The Maxwell Publications and Forms Management Office does not process, manage, or coordinate on OIs. The Maxwell Publications and Forms Management Office offers technical assistance and may conduct Staff Assistance Visits to ensure effective OI management practices are in place.
<p>Nondirective publications are informational and suggest guidance you can modify to fit the circumstances. Complying with publications in this category is expected, but not mandatory. Air Force personnel use these publications as reference aids, “how-to” guides, or as sources of official information.</p> <p>Note: Publications in this category follow the standard Air Force format. The “COMPLIANCE WITH THIS PUBLICATION IS MANDATORY” statement is not used in nondirective publications.</p>				

Item	Publication Name	Applicability	Issued By	Description
19 (Added)	Product Index (PI)	Field	Units below headquarters	The Maxwell Publications and Forms Management Office will maintain Publication and Form Product Indexes. Organizations issuing OIs will maintain an OI Product Index.

2.8.1. See Table 1.2 in this supplement to determine OPR, Certifying and Approving Officials for publications/forms pertaining to contractor-operated functions. When it is necessary to obtain coordination from a contracted function, see paragraph 2.18 of this supplement.

2.10.5. The AFIT Publications/Forms Monitor will assign AFIT publication control numbers.

2.12. Format the Draft. The Maxwell Publications and Forms Management Office does not provide editing services. Consult the Maxwell Publications and Forms Management Office web page for guidance on submitting publications for publishing. This page also contains information to assist OPRs in drafting revisions, interim and administrative changes, and operating instructions.

2.12.1. There are example formatted drafts of a publication and a supplement available on the Maxwell Publications and Forms Management Office Web page.

2.12.1.1. Holm Center organizations will include a Table of Contents for publications 20 pages or more in length.

2.18. Coordination. When a technical/functional coordinating agency is contractor operated, forward the draft publication/form to the contractor's supported unit Contract Performance Manager; contact the Maxwell Publications and Forms Management Office for assistance. The Performance Manager will review the publication/form and provide the required coordination. AFIT may submit draft publications through the appropriate host-base agencies.

2.18.2.6. See Table 1.2 in this supplement to determine the Certifying Official for publications/forms pertaining to BOS contracted functions.

2.18.2.7. See paragraph 1.2.7.1.4 of this supplement. See Table 1.2 in this supplement to determine the Approving Official for publications/forms pertaining to BOS contracted functions.

2.18.2.11. Use the Comment Matrix available on the Maxwell Publications and Forms Management Office Web page.

2.18.2.12. OPRs must similarly resolve substantive comments before submitting the publication or form for final processing and publishing.

2.18.2.13. If the AF Form 673 is submitted more than 90 days after Approving Official's signature, the OPR must certify the draft is still current and obtain the Certifying Official's concurrence prior to the Maxwell Publications and Forms Management Office submitting it for publication.

Table 2.2. Mandatory Coordination.

	A	B	C
I T E M	Mandatory Area to be Addressed and Coordination provided:	Coordinate	
			Field Publications with:
1	Legal Implications		AU, 42 ABW: 42 ABW/JA Holm Center: Holm Center/JA CAP-USAF: CAP-USAF/JA
2	Manpower, personnel, and labor implications		Manpower: 42 FSS/FSMM Labor Implications: 42 FSS/FSMC Personnel: 42 FSS/FSMP
3	Future resource implications		AU: AU/A5/8 42 ABW: 42 ABW/XP Holm Center: Holm Center/SD
4	Communications and information management, including FOIA, Privacy Act, Federal Registry, postal service, and records management		42 CS/SCOK NOTE: coordinate through unit FARM/PAM before submitting to 42 CS/SCOK.
5	Applicability to AF Reserve		When required, coordinate through 908 CF/SCOK
6	Budget implications		AU/FM
7	Applicability to ANG and/or NGB		
8	Formatting and compliance with AFI 33-360		42 CS/SCOKP (for publications), 42 CS/SCOKF (for forms)
9	Reports control requirements		42 CS/SCOK (ICR)
11	Policy Review:		N/A
NOTES:			
5. (Added) AFIT may coordinate through host base agencies.			

2.19. Technical/Functional Coordination. Complete Technical/Functional coordination (to include addressing any comments) before starting Mandatory coordination. See also paragraph 2.18 of this supplement.

2.21.4. Funding for printing publishing products is not centralized within the Maxwell Publications and Forms Management Office. Coordinate funding directly with DAPS.

2.22. Suggesting Updates to Publications. See Attachment 5 in this supplement for guidance pertaining to AF Form 847.

2.23. Requesting a Waiver. The subject publication's Certifying Official will rule on all waiver requests. Provide the Maxwell Publications and Forms Management Office all correspondence relating to waivers—approved or not—to file in the record set. Maintain waiver actions to OIs in the appropriate record set. AFIT will maintain waiver correspondence to their publications in the appropriate record set.

2.24. Revising a Publication. AFIT POCs will process all ICs, ACs, and revisions through the AFIT Publications/Forms Monitor.

2.25.2.1. The AFIT Publications/Forms Monitor assigns numbers for AFIT ICs.

2.29.2.4. The Maxwell Publications and Forms Management Office announces rescinded publications and forms in the Product Announcement and lists them in the applicable Product Index. The AFIT Publications/Forms Monitor will accomplish these actions for AFIT products.

2.31.3. Coordinate through the unit Functional Area Records Manager/Privacy Act Monitor (FARM/PAM) prior to coordinating with the Base Records Manager.

2.31.4.1. The Maxwell Publications and Forms Management Office will maintain official record sets. AFIT will maintain the official record sets for their publishing products. Units developing operating instructions will maintain the respective official record sets.

3.1.2. See paragraph 1.2.6 of this supplement.

Table 3.1. Types and Descriptions of Forms.

Prescribed Forms		
Type	Description	Issued by
Headquarters/unit (HAF, MAJCOM, base, unit, etc.)	See Note 1	HAF and field
Non-Prescribed Forms (OPRs must supply instruction on non-prescribed forms as necessary; an accompanying memo is acceptable. Any form collection information covered by the Privacy Act must be managed as a prescribed form.)		
Type	Description	Issued by
Office	See Note 2	All levels
<p>Note 1: Unit forms will be designed using the forms development software. Contact the Maxwell Publications and Forms Management Office for assistance.</p> <p>Note 2: Maxwell AFB uses a centralized forms management program. As such, the Maxwell Publications and Forms Management Office manages Office Forms.</p>		

3.5.7. If revisions made to the form affect guidance in the prescribing publication, the Maxwell Publications and Forms Management Office will not release the approved revised form until the publication is updated.

3.6. Creating a Form. POCs contact the Maxwell Publications and Forms Management Office for assistance in creating forms. AFIT POCs contact the AFIT Publications/Forms Monitor. The Maxwell Publications and Forms Management Office will provide form design services for AFIT, however the AFIT Publications/Forms Monitor must ensure all requirements for developing, prescribing, coordinating, and approving proposed forms are complete prior to seeking design services. The Maxwell Publications and Forms Management Office will return incomplete design requests without action, noting missing/incomplete requirements.

3.6.3. Office forms will be created using the standard AF form software.

3.6.4. The Maxwell Publications and Forms Management Office will assign the date to AFIT forms.

3.7.4. Contact the Maxwell Publications and Forms Management Office for assistance with overprinting forms.

3.8. Licensing a Report Control Symbol (RCS). The Base reports control manager makes this determination during the coordination process.

3.10.1. POCs should contact their organization's Functional Area Records Manager/Privacy Act Monitor (FARM/PAM) for assistance when developing a PAS.

3.10.5. (Added) The unit FARM/PAM must coordinate on all draft forms to verify correct disposition guidance from the AFRIMS RDS. List the appropriate guidance in Block 25 of the AF Form 673.

3.11.1. OPRs must ensure draft forms are clearly identified as drafts prior to coordination.

3.11.3. (Added) Office Forms.

3.11.3.1. (Added) The staff agency chief, school, squadron or flight commander/commandant is the approving authority for office forms within their organization.

3.11.3.2. (Added) As a minimum, the OPR must coordinate the draft form through the unit FARM/PAM to ensure compliance with AFI 33-360 prior to obtaining approval.

3.11.3.3. (Added) The OPR must submit the completed AF Form 673 to the Maxwell Publications and Forms Management Office for filing in the record set.

3.11.3.4. (Added) The Maxwell Publications and Forms Management Office will manage office forms as prescribed forms, to include listing them in the Forms Product Index and initiating 2-Year Reviews during the form's anniversary month. Office forms will not be posted on the e-Publishing or Maxwell Publications and Forms Management Office web pages.

Table 3.2. Mandatory Coordination for Forms.

	A	B	C
R U L E	Coordinate		
	Departmental forms with:	Field forms with:	To address:
	1	Coordinate with 42 CS/SCOK after coordinating with unit FARM/PAM .	
	2	Coordinate with 42 CS/SCOKP	
	3	Coordinate with 42 CS/SCOK	
	5	Staff Judge Advocate (See Note)	Legal implications
NOTE: Coordinate AU and Maxwell AFB forms with 42 ABW/JA. Holm Center organizations coordinate with Holm Center/JA.			

3.13.2. If rescinding a form but not its prescribing publication, submit an IC to update the publication along with the AF Form 673 to rescind the form; see paragraph 2.25. The Maxwell Publications and Forms Management Office will not rescind the form until the publication is properly updated.

3.14.3.1. The Maxwell Publications and Forms Management Office will maintain official forms record sets, to include office forms, but not unit forms. Units issuing unit forms will maintain the appropriate record set along with (but not incorporated into) the prescribing operating instruction record set. AFIT will maintain the official record sets for their forms, to include office forms.

BRIAN M. KILLOUGH, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFIT—Air Force Institute of Technology

AFJROTC—Air Force Junior Reserve Officer Training Corps

AFROTC—Air Force Reserve Officer Training Corps

AU—Air University

BOS—Base Operating Support Contract

CAP—USAF—Civil Air Patrol – United States Air Force

FARM/PAM—Functional Area Records Manager/Privacy Act Monitor

ICR—Information Collections and Reports

OTS—Officer Training School

Attachment 5 (Added)**INSTRUCTIONS FOR RECOMMENDING PUBLICATION CHANGES**

A5.1. (Added) Local Publications. To recommend changes to a local publication (e.g., AU, Maxwell AFB, Holm Center, etc.), follow guidance in AFI 11-215 when completing the AF Form 847, *Recommendation for Change of Publication*, with the following exceptions:

A5.1.1. **(Added)** Submit the AF Form 847 to the appropriate OPR as listed on the subject publication. Suggestor's organization may annotate a locally-generated control number for Block 2 if desired.

A5.1.2. **(Added)** On the reverse, the publication OPR will complete Section 3 and forward the AF Form 847 to the publication approval authority for final decision.

A5.1.3. **(Added)** The publication approval authority will complete Section 4 and return the AF Form 847 to the suggestor through the publication OPR.

A5.1.4. **(Added)** If the suggestion is approved, the publication OPR will initiate the appropriate procedures to revise the publication or issue an interim change. Contact the Maxwell Publications and Forms Management Office for assistance. If the suggestion is disapproved, return a copy of the AF Form 874 to the suggestor with justification as required by AFI 11-215.

A5.1.5. **(Added)** Submit original, completed AF Forms 847 to the Maxwell Publications and Forms Management Office for filing in the appropriate record set.